



NYC Parks

CITY OF NEW YORK PARKS & RECREATION

## CITYWIDE JOB VACANCY NOTICE: Job ID No. 395339

**Office Title:** Project Advocate

**Civil Service Title:** Assistant Mechanical Engineer **Title Code No:** 20410 **Level:** NA

**Salary:** \$70,000 - \$82,000

**Number of Positions:** 1 **Work Location:** Department of Buildings, 80 Centre Street

The Department of Buildings' (DOB) project advocacy program provides customer service liaisons for groups of applicants, assists partner agencies in understanding processes for approval, and seeks to improve the efficiency of plan examination and inspections. The Project Advocate for the Department of Parks & Recreation (DPR) will act as a single point of contact for DPR and provide the required technical assistance and decision support at various stages to DPR's project teams and executives as well as the DOB's staff in order to provide timely approvals and constructive feedback on applications related to DPR projects. Their advocacy role is to engage DPR in understanding various project requirements, facilitate project progress, and assist in timely completion of their projects through the various DOB approval and permitting processes.

### Major Responsibilities

- Act as a liaison to the DPR, helping to navigate DOB filing pathways and code determination processes that ensure strict adherence to the NYC Construction Codes, NYC Electrical Code, NYC Energy Code, other Local Laws enforced by DOB, DOB Rules and Regulations, and the NYC Zoning Resolution.
- Serve as the consistent customer service point of contact for DPR, providing clear information about status and requirements for projects, including but not limited to permit filings, plan reviews, Certificate of Occupancies (C of O) and inspections.
- Provide DPR representatives with technical and operational assistance regarding DOB codes and processes.
- Assist in prioritizing and expediting processing for critical DPR projects.
- Develop and provide resources at project initiation to assist DPR in navigating the Department's review and approval process.
- Conduct/attend meetings as requested by DPR with project teams to provide updates on project reviews, discuss active DPR portfolio and filing strategies.
- Coordinate project requirements across various DOB Units, and connect other City agencies and institutions that are part of the construction approval and permitting process to foster interagency communication and collaboration.
- Perform quantitative and qualitative analysis of DPR submissions to make recommendations for more efficient standard operating procedures, and training for agency staff to improve future submissions.
- Assist the agency in resolution of Stop Work Orders issued by Department.

### Qualification Requirements

1. A baccalaureate degree from an accredited college in mechanical engineering and one year of full-time satisfactory experience in mechanical engineering work; or
2. A baccalaureate degree from an accredited college and a Master's degree from an accredited college in mechanical engineering.

This position is exempt from NYC residency requirements.

### Preferred Skills/Qualifications

1. Exceptional written and oral communication skills.
2. Fluent knowledge of NYC Construction Codes, Energy Code, Applicable Local Laws and Zoning Resolution.
3. Expertise in navigating NYC government processes pertaining to plan examination, DOB procedures and permit filing requirements.
4. Driver license valid in New York State.

### Additional Information

1. If you are serving in one of the following comparable civil service titles, you may be considered under that title: Assistant Architect, Assistant Civil Engineer, Assistant Mechanical Engineer.
2. This position is open to qualified persons with a disability who are eligible for the 55-a program. Please indicate on your resume or cover letter that you would like to be considered for the position under the 55-a program.

### How to Apply

#### Parks Employees:

1) From a Parks computer: Access **Employee Self Service (ESS)** from the Parks Intranet under Applications or use this link: <https://hrb.nycaps.nycnet/>. Once in **ESS**, go to Recruiting then Careers and search for **Job ID# 395339**. Do not access **ESS** using [nyc.gov/ess](https://nyc.gov/ess) from a Parks computer.

#### Parks & City Employees:

2) From a Non-Parks computer: Access **Employee Self Service (ESS)** by going to [nyc.gov/ess](https://nyc.gov/ess) or use this link: <https://a127-ess.nyc.gov/>. Once in **ESS**, go to Recruiting then Careers and search for **Job ID# 395339**. Include your ERN and **Job ID# 395339** on your cover letter and resume.

#### All other applicants:

Click here to apply: [Project Advocate](#) OR  
Go to [nyc.gov/careers/search](https://nyc.gov/careers/search) and search for **Job ID# 395339**.

**POST DATE:** 11/22/19

**POST UNTIL:** 12/20/19\*

**NOTE:** All resumes must be received no later than the last day of the posting period. \*Posting period extended to 12/20/19\*. Previous applicants are still under consideration and need not reapply. References will be required upon request.

[nyc.gov/parks](https://nyc.gov/parks)

MOVEMENT IN THE FACE OF CIVIL SERVICE LISTS IS PROHIBITED UNDER CIVIL SERVICE LAW.

THE CITY OF NEW YORK IS AN EQUAL OPPORTUNITY EMPLOYER

TELECOMMUNICATIONS DEVICE FOR THE DEAF: (212) 504-4115